

SONOMA COUNTY OFFICE OF EDUCATION

Business and Personnel Services Standing Committee

Regular Meeting Minutes - Adopted

April 16, 2015, 11:00 a.m.

Present - Standing Committee Members: Gina Cuclis, and Khaalid Muttaqi; **Staff:** Jim Cerreta, Mary Downey, Jeff Heller, and Patti Springer; **Guests:** Sherry Navarro, and Karen Ricketts (NCBTP)

1. **Call to Order** – Mr. Muttaqi called the meeting to order at 11:03 a.m.
2. **Approval of the April 16, 2015 Meeting Agenda** – On motion by Ms. Cuclis, seconded by Mr. Muttaqi, the motion carried to approve the agenda.
3. **Approval of the March 19, 2015 Regular Meeting Minutes** - On motion by Ms. Cuclis, seconded by Mr. Muttaqi, the motion carried to approve the minutes.
4. **Public Comment** – None
5. **Action and/or Consent Items for Recommendation to the Board**
 - a) **Request Board Approval of the 2014-15 Fiscal Year Budget Revisions Between \$25,000 and \$99,999 from March 12, 2015 through April 3, 2015; and any Listed Budget Revisions Greater than \$100,000** – Ms. Downey provided a brief overview of each of the three budget revisions. On motion by Ms. Cuclis, seconded by Mr. Muttaqi, the motion carried to recommend full Board approval of the two budget revisions between \$25,000 and \$99,999 and the one budget revision greater than \$100,000, and placement on the consent agenda.
6. **Information/Discussion Items**
 - a) **Review list of third quarter purchase orders over \$25K** – Ms. Downey explained that this is a routine item that is presented to the Board on a quarterly basis. She reviewed the report with the Committee, answering questions and providing insight.
 - b) **Review third quarter Board budget summary and Board expenditures** – Ms. Downey reviewed the report in detail with the Committee. Future reports will be sorted by category, i.e., mini grants, scholarships, etc. At the end of the fiscal year Ms. Downey will provide an annual report rather than only the fourth quarter.
 - c) **Review third quarter list of personal property scheduled for disposal worth less than \$25K** – Mr. Cerreta reviewed the list of surplus vehicles, stating that they will be sold at bid. He added that it is more cost effective to use the county fleet, rather than the SCOE fleet.
 - d) **Review Preliminary 2015-16 Budgets Under Business Services** – Ms. Downey presented a brief description of each of the different budgets under Information Technology (IT), Internal Operations, Business Services, and Miscellaneous Business Operations; and the services each of them provides. IT currently has an overlap in personnel as one employee will be retiring and her replacement has already been hired; Fleet Operations may add charging stations to the parking lot; and the Print Shop has realized an increase in services this year and will be increasing their fees in 2015-16.

In addition, Ms. Downey reviewed the budgets under the Sonoma County Board of Education, Sonoma County Superintendent of Schools, Special Reserve Fund 17, and County School Facilities Fund 35. Also discussed was that the assumptions for the 10% increase in benefits, and PERS/STRS, were mostly responsible for budget increases.

- e. **Review Preliminary 2015-16 Budgets Under Human Resources** - Ms. Ricketts distributed a brochure and pamphlet on the North Coast Beginning Teacher Program and provided a detailed overview; discussing the affects of the funding change regarding the increase in requests for induction, the fee for service model, etc.

Dr. Heller presented a brief description of the eight different budgets under HR and the services each of them provides. Significant changes included increasing the FTE of the Credentialing Clerk from .75 to 1.0.

- f. **Review Board Policy 3100 Budget** – Mr. Cerreta stated that Ms. Loren Soukup asked that the Committee review this policy. Mr. Cerreta had the opportunity to review BP3100 as the Policy Committee was revising it. Mr. Cerreta had no further changes and recommended that the Committee approve the policy as written. Mr. Muttaqi and Ms. Cuclis concurred and directed that BP3100 be sent back to the Policy Committee for action.

7. New/Pending Business

- a) **New/Old Business** – Mr. Muttaqi stated that he is still somewhat concerned about BP3460 Guidelines for Special Reserve Fund and that Superintendent Herrington’s recommendations regarding the interest-only concept had not been vetted with the Board. Mr. Muttaqi would like to have a conversation with Mr. Cerreta and Superintendent Herrington in the spirit of collaboration regarding BP3460, as the interest-only concept is not included in the policy. In addition, Mr. Muttaqi would like clarification of the Standing Committee’s role in policy development and implementation. Ms. Cuclis added that if she had known about the spending of interest-only, she would have looked at the 10,000 Degrees proposal for a 5-year commitment much differently.
- b) **Facilities Update** – Mr. Cerreta reported that progress is being made in the efforts to locate viable properties for those programs that need to vacate their current facilities.
- c) **Audit Committee – planning meeting with Auditors – July 20-24, 2015 and September 14-17, 2015** – Ms. Downey and the Committee discussed the auditor’s visits in July and September for fieldwork and compliance testing. The Audit Committee will meet with the auditors in September.

d) Additional Items from the Committee - None

- 8. **Next Meeting** – The next meeting will be held on Wednesday, May 27, 2015, at 3:00 p.m. in the Business Services Conference Room.
- 9. **Adjournment** – Mr. Muttaqi adjourned the meeting at 12:35 p.m.